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MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Support)

SUBJECT : Foreign Travel Under Area Familiarization and
Survey Programs

1. Unlike many other U. S. Government organizations, this Agency has only recently obtained an operational strength level considered commensurate with its worldwide mission. We have stationed at headquarters a significant percentage of our personnel who need to have an intimate knowledge of field conditions in order to effectively discharge their particular professional responsibilities.

2. In view of these considerations, I believe it is appropriate to indicate to you my support of a policy that would encourage a carefully controlled and planned program of foreign travel within your component for the express purpose of advancing professional competence of those individuals who, in your opinion, stand to benefit most therefrom.

3. The advantages that can accrue to the Agency from judicious employment of area familiarization and survey trips can best be realized through a program within each component, planned in advance and carefully administered to ensure that the travel that is performed is properly coordinated with the foreign field, that it is authorized only to the extent that previously allocated funds permit, and that considerations are scrupulously observed.

4. In addition to broadening the understanding of responsible Agency officials of actual conditions in the geographic areas within their purview, first-hand acquaintance with intelligence facilities abroad, as obtained through field survey trips, can materially contribute to more efficient and economical operation of the entire intelligence mechanism.

5. Accordingly, I shall look to you to outline an estimate of your anticipated foreign travel needs under these programs, to be submitted semi-annually for approval in principle to the Deputy Director of Central Intelligence. The initial estimate for the period from now until 30 June 1955 should be forwarded for approval prior to authorization within a component of any foreign travel falling within the scope

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of this memorandum. Subsequent estimates will fall due on or about 1 June and 1 December for the periods beginning 1 July and 1 January of each year.

6. For your guidance in the execution of these suggested programs, I am attaching herewith an outline of certain applicable procedures, and a summary of the basic responsibilities inherent in the successful implementation of this concept.

/s/

ALLEN W. BUIZEN
Director

Attachment

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